



SUPERVISING PSYCHIATRIC SOCIAL WORKER I  
Examination Announcement  
VETERANS HOMES OF CALIFORNIA -  
GREATER LOS ANGELES AND VENTURA COUNTIES  
SUBDIVISIONAL OPEN SPOT EXAMINATION FOR THE FOLLOWING LOCATION:  
Veterans Home of California - West Los Angeles  
FINAL FILING DATE: CONTINUOUS TESTING AND FILING

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation
WHO SHOULD APPLY:	Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.
HOW TO APPLY:	<p>The testing office will accept Examination Applications (STD. Form 678) continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged.</p> <p>Submit an Examination Application (STD. Form 678) to the address listed below:</p> <p><b>California Department of Veterans Affairs Attn: GLAVC Exams 1227 O Street Room 404 Sacramento, California 95814</b></p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p>
SALARY RANGE	\$6,477 - \$7,371
APPLICATION REQUIREMENTS	<p>All applicants must meet the education and/or experience requirements for this examination at the time they file their application.</p> <p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p><b>NOTE:</b> All applications/resumes must include: "to" and "from" date (month/day/year); time base; and class title. College course information <b>must</b> include title, number of semester or quarter units, and name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.</p>
MINIMUM QUALIFICATIONS	<p><b>EITHER I</b></p> <p>Two years of experience performing the duties of a Psychiatric Social Worker in the California state service.</p> <p><b>OR II</b></p> <p><b>Experience:</b> Four years of experience in Psychiatric Social Work, at least one year of which must have been as a social work supervisor and at least two years of which must have been in a child guidance or psychiatric clinic, in a psychiatric extramural program, in psychiatric hospital, or in psychiatric department of a hospital; or in a hospital for the physically disabled <b>AND</b></p> <p><b>Education:</b> Completion of a two-year graduate curriculum in social work in a recognized school of social work.</p>
SPECIAL PERSONAL CHARACTERISTICS	An objective and sympathetic understanding of the mentally, emotionally disturbed or mentally deficient or physically disabled; tolerance, tact; and emotional stability
THE POSITION	The Supervising Psychiatric Social Worker I, under general direction, provides supervision to clinical social workers working with and on behalf of mentally and emotionally disturbed, mentally deficient, or physically disabled patients and their relatives in a State institution or clinic or in an assigned district and where there is no higher level psychiatric social work supervisor, plans, organizes, and directs the psychiatric social work program; and does other related work.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION



EXAMINATION PLAN	<p>This examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.</p> <p><b>Qualifications Appraisal – Weighted 100%</b></p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
EXAM LOCATION	No written test is required. It is anticipated that exam interviews will be held in Los Angeles County.
KNOWLEDGE AND ABILITIES	<p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Thorough knowledge of principles, procedures, techniques, trends and literature of social work with particular reference to clinical social work in order to maintain a high standard of professional practice within the clinical social work program at the Veterans Home of California (VHC)</li><li>2. Thorough knowledge of State and Federal standards and regulations governing clinical social work and clinical supervision in order to ensure compliance and effective supervision of Clinical Social Workers at the VHC</li><li>3. General knowledge of community organization principles in order to oversee the coordination of discharge planning and treatment delivery within the VHC and/or community</li><li>4. Intermediate knowledge of applying the principles of mental health and clinical social work education in order to provide appropriate treatment</li><li>5. Working knowledge of activities of public and private health and welfare agencies in order to facilitate resident referrals to community resources</li><li>6. Intermediate knowledge of current trends in mental hygiene, public health and public welfare and Federal and State programs in these fields to provide advocacy for residents at the VHC and enhance access to community resources</li><li>7. Thorough knowledge of principles and practices of supervision in order to effectively supervise other licensed and pre-licensed clinical social workers, evaluate their work, and provide in-service training and promote a positive working environment</li><li>8. Working knowledge of a supervisor's role in the Equal Employment Opportunity Program and the processes available to meet the department's Equal Employment Opportunity objectives in order to comply with federal and state guidelines</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Ability to arrange placements for residents into appropriate levels of care and post-discharge planning in order to enhance resident welfare and access to community resources</li><li>2. Ability to apply the principles of mental and physical health education in order to provide appropriate treatment</li><li>3. Ability to supervise clinical social workers and others in order to evaluate their work and provide in-service training as well as licensure training and maintain a high standard of professional practice within the clinical social work program at the VHC</li><li>4. Ability to establish and maintain effective working relationships with those contacted in the course of work activities in order to enhance the quality of professional working relationships</li><li>5. Ability to secure accurate psychosocial data and record such data systematically in order to write clear, accurate and concise reports and interpret statistical data</li><li>6. Ability to develop and direct clinical social work services for patients in several different levels of care in order to effectively supervise Clinical Social Workers at the VHC and enhance resident welfare</li><li>7. Ability to analyze situations accurately in order to adopt an effective course of action</li><li>8. Ability to speak, instruct, and write effectively in order to facilitate the exchange of information, provide training, and communicate findings with others</li><li>9. Ability to effectively contribute to the department's Equal Employment Opportunity objectives in order to comply with federal and state guidelines</li></ol>
ELIGIBLE LIST INFORMATION	Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 24 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Homes of West Los Angeles.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application”. You will be contacted to make special arrangements.

SEE FOLLOWING PAGE (PAGE 3) FOR ADDITIONAL INFORMATION



VETERANS PREFERENCE POINTS / CAREER CREDITS	Veterans Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans Preference credit.
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GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature**, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations, Veterans' Preference Points are granted** as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted** as follows: 5 points for veterans and 10 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at [www.spb.ca.gov](http://www.spb.ca.gov) or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

**Career Credits:** In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. **(916) 653-1966**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS